

## I. INTRODUCTION

This position is located in a Field Office of the Fresh Products Branch, Fruit and Vegetable Division, Agricultural Marketing Service. The incumbent performs typing and clerical duties related to the work of the office.

## II. MAJOR DUTIES

Types various correspondence related to the work of the office for the Officer-In-Charge and other graders.

Receives telephone requests for inspection services, securing details as to the commodity to be inspected, location, type of inspection, applicant, etc. As assigned, relays requests for inspection to graders located in the field.

Receives telephone calls related to the work of the office. Answers non-technical questions on own initiative and refers others to the Officer-In-Charge or appropriate personnel.

Reviews incoming correspondence and payments received for inspection service and determines proper routing. Maintains flow of daily mail and reviews outgoing correspondence, fee bills, and reports to be familiar with current status of all office routines.

Reviews rough drafts of various types of inspection certificates to verify completeness of information such as address of applicant, volume of product and other pertinent information to be included in the official certificate. Types Condition, Grade and Condition, Dumping, and Import/Export Certificates, adding missing information and making necessary corrections in spelling, punctuation, grammar, etc.

Types and distributes fee bills for inspection services based on contents of certificates and verifies fees charged.

As required, or in the absence of the Accounting Technician, makes deposits and entries in record ledgers and compiles information for reports.

Files a variety of program and administrative materials.

Takes annual mail, telephone, and space surveys for the Field Office.

Maintains necessary office supplies to meet the needs of office personnel as well as for the field graders. Keeps records of all pre-numbered forms. Types requests for supplies and equipment.

Prepares Time and Attendance Reports for Field Office employees.

As required, reviews and types travel vouchers for travel performed by various graders.

### III. **FACTORS**

#### Factor 1. Knowledge Required by the Position

Familiarity with the organization of the Fresh Products Branch as well as knowledge of the assignments of each Field Office employee.

Thorough knowledge of office clerical procedures in order to type certificates, record requests for inspection, maintain supplies and files, and route mail and telephone calls.

Knowledge of travel and Time and Attendance regulations.

Knowledge of grammar, spelling, punctuation, and capitalization in order to type a variety of material.

Skill in communicating with others.

Skill in typing. A qualified typist is required.

#### Factor 2. Supervisory Controls

The employee works under the general supervision of the Officer-In-Charge but may receive technical guidance from the Accounting Technician. The employee works independently in carrying out regular assignments although new assignments are explained in detail. Completed work is spot-checked for adherence to instructions.

#### Factor 3. Guidelines

Guidelines for the typing work include the Correspondence Handbook, dictionaries, and various Branch, Division and Agency instructions.

Guidelines referred to in performing the clerical work include the Records Management Handbook, travel and leave regulations, and a wide variety of Agency and Branch instructions, directives, and notices as well as instructions and guidelines received from the Regional Office. The incumbent uses judgment in choosing and applying the appropriate guidelines in specific cases.

Factor 4. Complexity

Typing work consists of duties that involve related steps, and the clerk must recognize the propriety of format, the need for certain routing arrangements, and comparable established requirements.

Clerical duties involve procedural as well as substantive steps. The employee must understand the contents of materials processed in order to prepare reports and fee bills and maintain ledgers.

Factor 5. Scope and Effect

The duties performed by the incumbent facilitate the work performed by the Officer-In-Charge as well as the various field graders.

Factor 6. Personal Contacts

Contacts include Field Office employees, Agency and program employees from various levels within the organization, and representatives of private companies and other governmental agencies using grading services.

Factor 7. Purpose of Contacts

Contacts are for the purpose of exchanging information regarding the work, taking and relaying requests for grading, following up on past due accounts, etc.

Factor 8. Physical Demands

Work is sedentary.

Factor 9. Work Environment

Work is performed in an office setting.